

# MINUTES OF TALBOT COUNTY HISTORIC PRESERVATION COMMISSION

## MONTHLY MEETING

February 13, 2017

### I. ROLL CALL

The regular monthly meeting of the Talbot County Historic Preservation Commission was called to order at 4:00 PM on Monday, February 13<sup>th</sup>, 2017. In attendance were Marsha Kacher, Chair, Cynthia Schmidt, Robert Amdur, Dorothy Fenwick, and Robert Mueller. Board Member Victor MacSorley joined the meeting in progress. Representing the County Planning Department were Martin Sokolich, Long Range Planner and Miguel Salinas, Assistant Planning Director.

### II. CURRENT BUSINESS

#### A. REVIEW MINUTES OF THE January 9<sup>th</sup>, 2016 MEETING

Prior to the review several recent change, including several Planning staff positions, were discussed. The question of who would be responsible for TCHPC minutes from this meeting forward was undecided, awaiting new staff yet to be hired. Also discussed was compliance with Maryland's Open Meetings Act, which now requires each elected or appointed public body to make an agenda available to the public as soon as possible before the meeting. Also both written minutes and any recording of the meetings are to be made available to the public and must be retained for five years.

The minutes of the January 9<sup>th</sup> meeting were not available for review but would be prior to the March meeting of the TCHPC.

There was some procedural discussion of the following two items. *Attached to these minutes are several documents outlining work that has occurred and is yet to occur on the MHT Cultural Resources Hazard Mitigation Grant.*

#### B. MHT CULTURAL RESOURCES HAZARD MITIGATION GRANT, Part 1. Final product is to delivered

#### C. MHT CULTURAL RESOURCES HAZARD MITIGATION GRANT, Part 11. RFP application sent from respondents to Part 1. Application material also on County website. Bid opening March 3, review with TCHPC on March10, 2017.

#### D. DOCUMENTATION OF EASTERN VILLAGES - Elizabeth Beckley was expected tp addend and provide a draft of the MIHP so that TCHPC members would have adequate time for review prior to presentation to the Talbot County Council later in February. Ms. Dorothy Fenwick reminded the TCHPC that Ms. Beckley's bid was noticeably lacking and less thorough than the other two bids, and that she has been very disappointed in the lack of work that has been completed thus far. Ms. Fenwick suggested that the TCHPC use greater diligence in reviewing both the RFP and each of the bids to ensure that the selected consultant has the necessary experience and

qualifications to complete the desired work. Ms.Kacher agreed that the other two bids for the project were more professional and thorough.

- E. Millers House Work is progressing with substantial repairs underway. Exterior brick walls being repaired.

### **III. NEW BUSINESS**

- A. Preservation tax credit seminar: Ward Bucher offered to hold a Historic Preservation Tax Credit Workshop in April or May. The program may be offered at no cost to the HPC and/or the public. Possible sites and outreach were discussed. The Commissioners agreed to make arrangements for a date, location and
- B. Upcoming March Site Visit to the Customs House. Mr. Amdur recommended that the TCHPC. It was agreed to make the visit on the afternoon of Tuesday, February 14<sup>nd</sup> at 3 pm.
- C. The Knox property is overdue for a visit, but no contact information is available. Martin will investigate tax records.

### **IV. Open Floor**

- A. PROPOSED FY2018 TCHPC BUDGET – the proposed FY2017 budget is \$4,500. The TCHPC rarely used all of the training, office supplies, and printing line items in the budget, so he recommended reducing the total allocated to those uses.  
  
TCHPC budget has been spent to complete the National Register District Nomination for Cordova, and suggested that he draft a formal letter to the County Council explaining the proposed budget in greater detail. The budget draft was approved unanimously by the TCHPC.
- B. Save the date: Keeping History Above Water seminar in Annapolis this year announced.
- C. Review of Staff and Board roles and responsibilities. Planning staff is down, new employees are coming soon. The person who supports the HPC may change again depending on skills of new employees and program plans.
- D. Visit to the HPC library and meeting room.
- E. NEXT MEETING: The next meeting is scheduled for Monday, March 14<sup>th</sup> at 3:00 pm, at 215 Bay Street, Conference Room #1.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT 4:25 pm.